

Class Code 4919/Exempt
Position Title Program Manager
Working Area Library Services
Effective Date April 18, 2003



JOB DESCRIPTION

Scope

Administrative and professional work performing fiscal management of the Library and leisure Services Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Compile monthly, quarterly and annual management and/or financial reports and/or projections relating to department operations. Assist the Director with the preparation, and supervises the input of the department annual budget. Reconcile and classify the recording of receipts and disbursements and handles the requisitioning of purchases, and monitors expenditures and tracks balances from approved budget. Develop and coordinate implementation of accounting forms, fiscal statements and spreadsheets, information systems and procedures to promote efficient operations within the department. Prepare, submit and monitor departmental grants. Assist the department director with special operational, financial and other projects as assigned. Support the department director in developing long-range goals and objectives to meet the needs of the department. Prepare and make oral and written presentations to the County Manager and staff as assigned. May represent the department director in his/her absence at scheduled meetings, conferences, and other meetings as necessary. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Considerable knowledge of laws, regulations and statutes as related to budget development. Knowledge of local government administration, management, budgeting, accounting, and financial administration. Knowledge of research techniques and technology as applied to budgetary and management research, systems, and operations analysis techniques. Ability to research and analyze information recognizes trends and arrives at valid conclusions, recommendations and plans for corrective action. Ability to prepare comprehensive reports and present ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with county staff and the general public. Ability to use a personal computer and other computer systems to accomplish assigned tasks. Possess and maintain a valid Florida Driver's License.

Education

Bachelors Degree in Public or Business Administration, Finance, Accounting, or a closely related field and three (3) years experience in the field of budgeting, management and administration; or an equivalent combination of related training and experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a normal office setting. Most duties are performed sitting at a desk, table or workstation. Incumbents in this position have regular exposure to radiant and electrical energy found in an office environment.